

**FRANKLIN COUNTY
DEPT of JOB and FAMILY SERVICES
1721 Northland Park Ave.
Columbus, Ohio 43229**

J O B A N N O U N C E M E N T

POSITION TITLE: Case Manager (Bargaining) **PCN:** 107228

DEPARTMENT: Medical Support Services/West Center **P. R.:** O10

REPORTS TO: Case Manager Supervisor

RESPONSIBILITIES: Complete an annual review of Medicaid waiver eligibility as well as semi-annual or annual eligibility determination(s) for other assistance group member's public assistance programs such as other Medicaid programs, Food Stamps, OWF, and Disability Financial Assistance to determine continuing need by assessing current resource situation, reviewing real property issues, verifying current, past and anticipated income. Investigate information reported through data exchange systems from Social Security, IRS, IEVS matches, and other sources for accuracy and effect on eligibility status and/or vendor payment. Prepare disability determination packets including referral for disability examinations and Social Summary. Refer OWF work required customers to Workforce Development for self sufficiency contract and employment evaluation. Assist customer in child care arrangements. Make necessary cash and benefit adjustments in response to changes in the household or assistance group, including increases, decreases, or sanctions due to failure to comply with program regulations. Investigate case discrepancies and computes overpayments and underpayments of cash, Food Stamps, and medical services. Conduct in-depth, in-person interviews with applicant or their primary information person (PIP) to screen often-complex financial circumstances in relation to existing eligibility requirements. Ability to communicate public assistance requirements, rights and responsibilities, and detailed instructions effectively, both verbally and in writing. Review and evaluate all forms of financial records including, but not limited to, bank statements, brokerage statements, insurance and retirement investments, property holdings, tax returns, and personal handwritten records. Apply spousal impoverishment rules when applicable, including completing resource assessments prior to Medicaid eligibility determination. Apply institutional Medicaid rules when child separated from parent. Complete direct data entry into CRIS-E, and evaluate computer-generated results for correct eligibility status, and correct data. Review existing data in CRIS-E, and be familiar with many subsystems. Interpret agency and state/federal policy to agency staff, the general public, and other professions. Answer inquiries from general public, attorneys, financial planners, sister agencies such as COAAA, FCBDD, CareStar, Medicaid managed care plans (HMOs) etc. concerning basic and complex eligibility requirements. Ability to maintain individual and agency control system, including daily, weekly, and monthly reports. Act as agency representative at state hearings preparing necessary documentation for the hearing and complying with necessary action as ordered by hearing decision.

MINIMUM QUALIFICATIONS: An Associate's degree in social work or human services field is required; supplemented by two (2) years of experience in social work, case management, or public assistance programs; or any equivalent combination of training and experience.

STARTING SALARY: \$15.13 per hour. 180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Wednesday, February 29, 2012

DEADLINE TO APPLY FOR INTERNAL APPLICANTS: Tuesday, March 6, 2012, at 5:00 pm

DEADLINE TO APPLY FOR EXTERNAL APPLICANTS: Tuesday, March 13, 2012, at 5:00 pm

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line-
EOE-